

Public Meetings

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Agenda

Why meet?

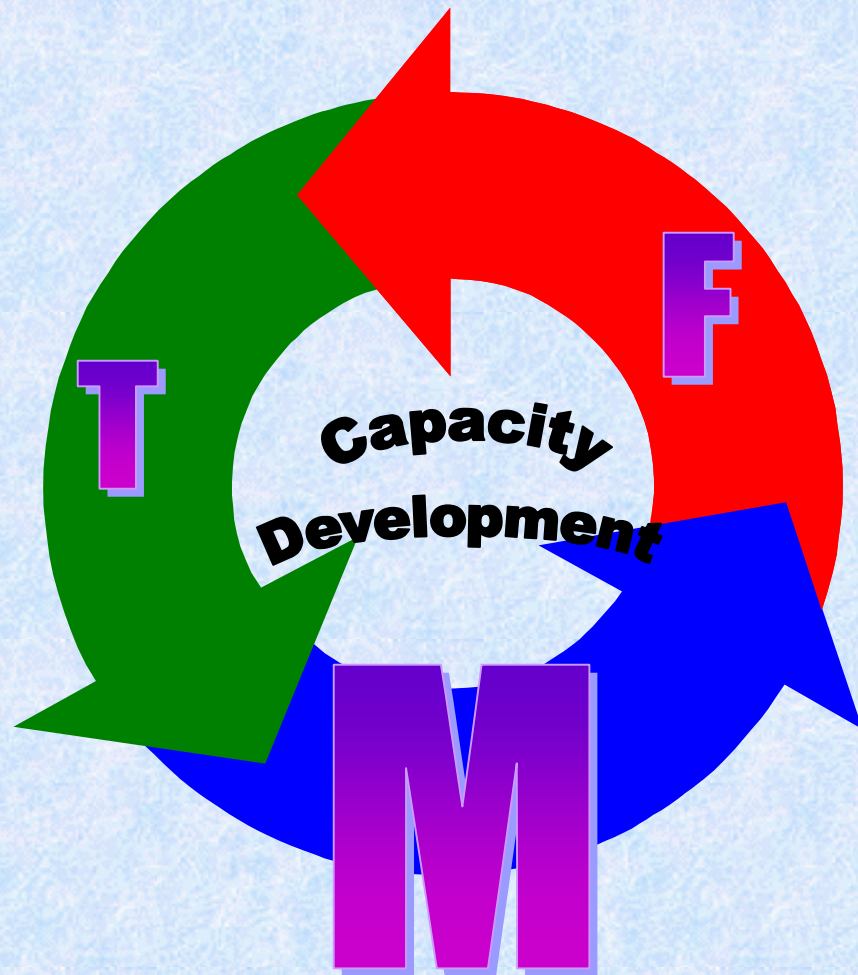
Meetings and alternatives

Citizen involvement

Meeting planning and management

Questions

TMF Watch



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Missouri
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Should you have a meeting?

Yes, if you can

- Inform
- Persuade
- Let citizens vent
- Be productive
- Or if it is required





**Praying this
meeting
won't go
much longer**

Meeting Alternatives and Enhancers

Newspaper or other media releases

Newsletters

Billing inserts

Seminars and workshops

Word of mouth

Internet home page news sites and e-mail

Types of Meetings

Hearings

Council/board

Brainstorm

Stakeholder

**Advisory
committees**

“Eat and greet”

Others

Citizen Involvement

Why get citizen involvement?

- Sometimes it's the law (Sunshine Law)
- If many citizens are affected by the issue
- Citizen involvement and buy-in leads to success, bypassing citizens leads to failure

To get Citizen “Buy-in”

1. Tell them clearly what the problem is
2. Explain/discuss the options
3. Tell them clearly what the results and costs of alternatives would be (include the “do nothing” alternative)

To get Citizen “Buy-in”

4. Let them vent
5. Listen to them
6. Involve them in selecting alternatives
7. Accept their decision

Citizen Decisions

If you give your citizens complete, accurate information, they will usually choose the best solution.

***Corollary:** If you are satisfied you informed your citizens well, don't hold yourself responsible for their making the “wrong” decision.*

Meeting Planning and Management

- Facilitator or participant?
- Preparation
- Timing
- Facilities
- Media
- Advertising
- Meeting control - flexible and rigid
- Agenda and time limits
- Encourage input
- Control and use (in the courteous sense) “CAVE” people and “contrarians”

Summary

Satisfy Sunshine Law requirements

Plan meetings well

Use an agenda

Be flexible and rigid

**Use “CAVE” people and “contrarians” as
resources**

Technical Assistance Sources

State agencies

- **Department of Natural Resources' Outreach and Assistance Center, regional offices and others**
- **Attorney General's Office**

Private attorneys who specialize in municipal law

Technical Assistance Sources

Associations

- Missouri Municipal League
- Missouri Association of Counties
- Missouri Rural Water Association
- Others

Regional planning commissions

Questions?

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